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4 October 1968

MEMORANDUM FOR: Director of Training

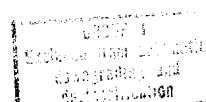
THROUGH : CH/OS/TR and C/OS/TR

SUBJECT : Suggestion for Improving Instructional
Techniques of Incoming DDP Instructors

1. Since coming to OTR as a complete neophyte in matters of instructional techniques, I have become acutely aware of the need for some sort of briefing or instructional period for the DDP operations officers detailed to OTR for a tour. At the beginning of the first COS Seminar to which I was assigned, I found myself unaware of such a seemingly simple matter as seating the students. The problems of speaker introductions and what to do with a speaker at the end of an hour's presentation were equally unknown to me. Such routine activity as the handling of audio-visual equipment raised problems at the outset. There are also many up-to-date techniques which should be employed by a qualified Chief Instructor to make a given course or seminar more lively and interesting. Knowledge of these techniques is not, I have discovered, inherited but rather learned through instruction.

2. I feel strongly that the prestige of OTR courses, the confidence displayed and felt by the instructors themselves and the success of the course depends greatly on proper orientation of new instructors. Since, as noted above, good course preparation and conduct is not something that an operations officer arrives at naturally, the solution would seem to be a series of lectures by individuals

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knowledgeable on conference and seminar techniques, to take place prior to a new officer's plunging into the organization of a course. Granted that, over a period of time, an officer learns by his mistakes, it would seem nevertheless a waste of time and energy as well as an invitation to complete or partial failure of the course itself if some steps are not taken to bring all instructors up to the same level of competence. In other words, at a time when so much emphasis is placed on training by the DDP, it would seem logical that the trainers themselves receive instruction in their new field of endeavor.

3. To fulfill this need, which I am certain is felt by others, I would suggest that something similar to the course given by [REDACTED] some two years ago be reinstituted. Alternatively, individuals who have had long experience in the field of teaching could periodically organize a small seminar on this subject in order to impart their knowledge and experience to the newcomers.

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[REDACTED]
Instructor/OTK

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